

HAR GUIDE

Everything you wanted to know about hiring a PLP Fellow

Absolute Requirements for PLP Fellowships

- Funding must be obligated
- Fellowships must have a scope of work
- PLP, in consultation with the host agency, recruits the position.
- Positions outside of USAID/W require a Memorandum of Understanding between PLP and the host agency prior to the start of the fellowship
- Fellows must obtain a government secret security clearance prior to employment
- Fellows who work in USAID headquarters or Missions must be U.S. citizens

Developing the Scope of Work

Once funding is approved for a fellowship position, the next step for the USAID Host Agency Representative (HAR) is to develop the Scope of Work.

In developing the scope of work, it is important to focus on:

- Background information: Where is the fellow to work?
- What is the objective of this workgroup within USAID?
- What is the objective of the position? Why has this position been created?
- What is the fellow supposed to accomplish?
- To whom will the fellow report?
- Who will the fellow have contact with in the Agency? Outside the Agency? Will the fellow have contact with the missions, other donors, ministries of health?
- What Strategic Objective within USAID is this fellowship connected with?
- Will the fellow have responsibility for budgeting? Monitoring? Evaluation of FP/RH programs?
- How much travel will be expected? (Best to put this in percentage of time).

Knowledge and Skills Necessary

- What specific technical knowledge should this fellow have? What should the fellow know before attempting to apply for the fellowship? (Define the level of knowledge; e.g. knowledge of family planning/reproductive health programs in the Middle East)

- What skills and abilities will this person need to do the job well? Consider such skills and abilities as: developing and monitoring family planning/reproductive health programs, establishing and monitoring budgets, writing successful proposals and grants for funding, etc.
- What educational background is necessary for this position?(e.g. MPH, other advanced degrees)
- How many years of experience in reproductive health/family planning or other technical areas will this person need to be successful in the job?
- What behavioral competencies are important for this position?
Examples; teamwork, influence skills, cultural awareness, initiative, ability to build collaborative relationships (See "[Finding the Right Fit](#)")

Other Considerations

- What language abilities are necessary for this position?
- How much overseas field experience is necessary?
- What regions of the world must the candidate be familiar with?

Once the host agency representative has a draft of the SOW, PLP reviews the document, offers recommendations if necessary, and then the posting begins.

SAMPLE FORMAT, SOW

Title of Position: Senior Technical Advisor, Behavior Change Communications

Office: USAID/Uganda, Health, HIV/AIDS and Education Team

Location: Kampala, Uganda

PLP 04-111: Position number for PLP listing

Introduction

4-5 lines describing what the position will entail

Background

4-5 lines about the specific strategic objective that this position will support. Include information such as who is on the team now and who this position will report to (by position titles).

Primary Duties and Responsibilities

List, in order of priority, 5-7 key result areas of the position and what the position is expected to accomplish, mention internal and external contacts the position will have, the level of decision making, describe the projects and results.

Required Skills, Knowledge and Experience

What is the ideal educational background necessary to do the job?

What is the ideal technical knowledge necessary?

What is the required number of years experience needed ?

What languages are required?

What computer programs are necessary?

What other specialized knowledge does this position need ?

What specific interpersonal skills will be necessary?

(Include such things as program management, monitoring, evaluation skills and experience, USAID budgeting process, working with PVO's/NGOs, MOH, etc.)

The Application Process: Position Posting, Advertising and Recruiting

The application process is the responsibility of PLP.

For how long does PLP post a position?

PLP posts the SOW for a period of four weeks.

Where does PLP post the openings?

In addition to PLP's own e-list and website, PLP uses a variety of e-lists, publications and websites to advertise open fellowships. Some of those include: University of Michigan's website, Global Health Council's website, APHA, ICEW, PHW, Communications Initiative, the Washington Post and other sites pertinent to the position.

What are the next steps?

After four weeks, the most qualified candidates are referred to the host agency representative (HAR).

Once the HAR and the interview team decide who will be interviewed, PLP schedules interviews to be held either at USAID's Washington headquarters or by teleconference or videoconference.

Sample interview questions are sent to the HAR and interview team and an evaluation form can be developed specific to the position. (See "Finding the Right Fit")

After the interviews are conducted, the HAR and the USAID interview team select the final candidate, and notify PLP of their choice. PLP checks references, makes the verbal offer of employment, and negotiates any salary issues. Once the HAR sends PLP a written confirmation (by email) about the salary offer, a final offer letter is prepared and signed by the PHI Personnel Director. The offer package includes benefit information, PHI personnel policies, and the security application materials. All offers of employment are contingent on the candidate obtaining Interim Security Clearance.

How long does the recruitment process take?

The recruitment process can generally be concluded in six weeks if the HAR meets the interview schedule guidelines.

How soon can the fellow start after the offer is made?

Fellows start their employment after the Interim Security Clearance is obtained. New hires are sent instructions about completing the application process and are advised to complete the application as soon as possible and return to PLP in Oakland via federal express or DHL.

PLP has an in-house Security Officer who processes applications directly with the Department of Defense. Generally, if applications are complete and if there are no complications, interim security clearance can be obtained within three to four weeks.

Describe the orientation for new fellows.

Once the Interim security clearance has been obtained, PLP's Recruitment Manager will contact the new fellow and arrange the two-day Orientation program in Oakland, CA. This two-day program gives the fellow a basic understanding of Public Health Institute, the PLP fellowship program, the travel and expense procedures, personnel policies, IT support, and general management support for the fellow during the fellowship program. The new fellow will meet their fellowship specialist who will be assigned to them throughout their fellowship.

The fellow will also meet with the Director of the PLP program and the Professional Development Manager in Washington, D.C. before starting their fellowship in Washington or traveling to their overseas assignment.

What will the first day of work be like for Washington-based fellows?

Fellows who will be assigned to work in the RRB will have their first day of work coincide with the Security Training scheduled at the RRB. Security training consists of a half-day training session and includes distribution of the badge necessary for working in the RRB.

At what point do overseas fellows travel to their mission assignment?

Overseas fellows will travel to their assignment after Interim Security Clearance, Medical Clearance, and orientation program is complete.